NORTH CAROLINA EDUCATION LOTTERY COMMISSION

John R. McArthur   Tom Shaheen
Commission Chairman   Executive Director

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

> Employment Opportunities
> North Carolina Education Lottery
> 56886 Mail Service Center
> Raleigh, NC 27699-6886
>
> Or, e-mailed to: NCELemployment@lotterync.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer

NEW POSITION:
Prize Analyst (1 position – Corporate Office). To process all Lottery Claims for payment and to ensure all processing is in compliance with all established rules and regulations of the North Carolina Education Lottery. Responsible for the processing of all claims submitted to the NCEL for payment processing through the use of the North Carolina Education Lottery Claims and Payments System (CAPS) and established procedures.   Responsible for applying any debt setoffs of $50.00 or more owed to any state or local agency from lottery prize payments of $600 or more by the Lottery Act. Ensure all claims submitted for payment are in compliance with the Lottery act, rules, regulations, policies, procedures and applicable laws as they pertain to the processing of prize payments. Verifies all claims for accuracy and ensure all information presented for on claim form is verified. Forwards payments of applied debt set offs to the clearing house established by the Department of Revenue. Ensure all taxable withholding applied to lottery claims are in compliance with the Internal Revenue Service and the State Tax withholdings for the State of North Carolina. High School Diploma (or GED) required, with six months to one year of clerical or office experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 6 ($22,000 - $42,000), depending on knowledge, experience, skills and, salary history.

PREVIOUSLY POSTED POSITIONS:

Data Analyst (1 position – Corporate Office): The Data Analyst's role is to plan, design, develop, and launch efficient business, financial, and operations systems in support of core organizational functions and business processes. This includes gathering and analyzing data in

support of business cases, proposed projects, and system requirements. Thus the Data Analyst is also responsible for generating and compiling reports based on their findings, complete with data gathered from Business Objects database; Implements and participates in testing, verification and acceptance of the systems and provides support of the design and setup of clients. Bachelor's Degree in Business, or related field. Ability to analyze data; Prior experience with Business Objects applications. Experience with Lottery gaming software and SQL a plus. Candidate must have the ability to document work clearly and efficiently, meet deadlines and be aware of schedule-drive tasks, juggle many tasks in a fast paced environment, have excellent problem solving and communication skills. Job Band 4 ($39,000 - $59,000)

Gaming Systems Manager (1 position – Corporate Office): The Gaming Service Manager is responsible for the implementation and day-to-day management of on-line game products to meet strategic plans and sales revenue goals. Actively search, justify, and recommend appropriate new games to meet player and NCEL needs; Manage process from conceptual to execution stages to optimize profit and meet growth objectives; Analyze on-line products, sales, and markets and work with gaming vendors to identify trends and/or opportunities; Work with senior staff to identify on-line game concepts to be researched. Search, justify, and launch appropriate new games to meet player and NCEL needs. Bachelor's Degree in Computer Science, Marketing, Business, or equivalent. Four years professional experience, Gaming Systems experience preferred, or any combination of education, training, and experience which provides the knowledge, skills, and abilities for this job.

Systems Manager (1 position – Corporate Office): The Systems Manager's role is to oversee the functionality of the Enterprise Series Dashboard and the Internal Control System (ICS). Managing the NCEL's major gaming contract which encompasses all gaming systems software, retailer equipment, associated terminal communications, and a variety of retailer support services. Directly oversee the day-to-day gaming systems software development and maintenance work. In addition, manage and cultivate the ICS Operators. Oversee the draw processing for the Powerball, Carolina Pick 3, and Carolina Cash 5; For all Gaming applications, develop and maintain a comprehensive package of business and systems documentation. For each major process within each application, documentation will consist of narrative overviews, business rules, high level flow charts, detailed flow charts, all charts showing process inputs and outputs, including interactions with other applications. Bachelor's Degree in Computer Science, or equivalent. Four years professional experience, Gaming Systems experience preferred, or any combination of education, training, and experience which provides the knowledge, skills, and abilities for this job. Job Band 3 ($50,000 - $90,000)

Product Games Specialist (1 Position –Corporate Office): Responsible for the implementation and day-to-day management of on-line products to meet strategic plans and sales revenue goals. Actively search, justify, and recommend appropriate new games to meet player and NCEL needs; manage process from conceptual to execution stages to optimize profit and meet growth objectives. Work with Gaming Systems Manager to analyze on-line products, sales, and markets and work with gaming vendors to identify trends and/or opportunities. Work with various departments to design, develop, implement and evaluate on-line game research. Associate's degree in Business, Marketing, or Communications preferred; equivalent experience acceptable. Demonstrated ability to analyze data (with Market Research support) and theorize potential implications & opportunities. Capable of strategic thinking: ability to understand, formulate, and execute against strategy to meet both short-term and long-term objectives. Job Band 4 ($39,000-$59,000)

Software Quality Assurance Manager (1 Position – Corporate Office: The Software QA Manager is responsible for managing all activities of a QA team engaged in but not limited to test planning, execution, functional and performance testing. In this role, you will provide leadership, direction, expertise and hands-on assistance to a team of Software QA Analysts. Plan, direct, and coordinate the activities of the Quality Assurance unit, insuring that the software and systems development meet the business objectives for which they were planned; Develop and execute a complete end-to-end strategy, including verification of functionality, performance and scalability; Standardizing internal documentation, publishing comprehensive procedure documents. Bachelor of Science Degree or equivalent, four years professional experience, Gaming Systems QA experience preferred, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 3 ($50,000 - $90,000)

Sales Representative (1 Position –Wilmington region): The purpose of this position is to maximize the sale of lottery tickets by established and prospective retailers. Responsibilities include recruiting retailers and follow-up; promoting and merchandising lottery products at retailer locations within a geographic area; ensuring all NCEL sales standards and requirements are consistently met at the retail level; establishing and maintaining excellent rapport with retailers, motivating and educating retailers and players, assisting in the implementation of promotional activities, delivering and picking up instant tickets as directed by management. Requirements include maintaining a valid North Carolina Driver's License at all times and a satisfactory motor vehicle record; ability to work evenings and weekends. Bachelor's Degree in Business Administration, Marketing or related field preferred along with two plus years sales promotion and merchandising experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Job Band 5 ($32,000 - $52,000), depending on knowledge, experience, skills and, salary history.

Internal Control System (ICS) Operator (1 Position – Corporate): The purpose of this position is to ensure that Vendor's Online Gaming System has processed all transactions properly. It also provides a basis of providing information to the Lottery (reports, data files, etc.). Will assist in the daily operations of computer systems and reporting hardware problems as well as assisting in the recovery activities necessary to restore normal operations. Two year technical college degree or comparable experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Must be able and willing to work alternate 12 hour shift schedule. Job Band 4 ($39,000 - $59,000), depending on knowledge, experience, skills and, salary history.

Software Quality Assurance Analyst (1 position – Corporate Office). The purpose of this position is to develop, publish and implement test plans for proposed software enhancements to the NCEL's gaming system. Will write and maintain test phases with applicable scripts and results. Executes test procedures/cases for software modifications to ensure compliance with change specifications, generation of accurate transactions, works properly in conjunction with other functions and programs, correctness of functionality (as implemented), completeness and quality, reviews and provides feedback on the quality of test developed from the deliverables both for completeness and efficiency, participates in defining testing: methodology, plans, design, case and scripts. Bachelor's degree in Computer Science or relevant discipline preferred. Two to three years of quality assurance testing experience, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills

and abilities for this position. Job Band 4 ($39,000 - $59,000), depending on knowledge, experience, skills and, salary history.